

Health and Safety policy

This is the statement of general policy and arrangements for: Gairloch Boat Club			
Club Chairman		has overall and final responsibility for health and safety	
Nominated committee member		has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of:	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of club-related ill health (physical and mental) by managing the health and safety risks in Gairloch Boat Club	Club Chairman	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)	
Provide clear instructions and information, and adequate training, to ensure Club members are competent to do their tasks	Nominated committee member	Club members given appropriate training and personal protective equipment.	
Engage and consult with Club members on day-to-day health and safety conditions	Club Chairman Nominated committee member All club members	Club members routinely consulted on health and safety matters as they arise	
Implement emergency procedures – evacuation in case of fire or other significant incident.	Club Chairman	Escape route from clubhouse kept clear at all times	
Maintain safe and healthy conditions and ensure safe storage/use of substances	Nominated committee member(s)	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects.	
Deal with refusal to cooperate with safety management arrangements	Club Chairman. All committee members. Responsible persons involved with training, regattas, etc.	Have a clear process to identify and outline expectations (separate document) Record the communication with the individual on the importance of compliance with safety management practice and noting the conversation to be kept as a record. If deemed appropriate consult with the insurers. If individual is a club member, consider disciplinary action against the individual if appropriate for their conduct which would not be in the best interests of the club	
Signed: *		Date:	

Risk Assessment

Risk Statement

Risk is inherent in any water based activity. This risk cannot be limited to only certain areas of operation and neither can the onus for safe operation be placed upon one individual. Therefore it must fall to all club members at all times to take responsibility for their own safety and that of others, particularly when children and the inexperienced are participating in club activities. Overall the committee should review matters affecting safety as they arise and seek to minimise risk to what they consider an acceptable level. However, it must also be accepted by all who take part in club activities that risk can never be reduced to zero

See separate risk assessment(s)

Health and safety law poster is displayed at (location)	N/A
First-aid box is located:	In Kitchen of club house
Accident book is located:	In Kitchen of club house